

WEDDING RECEPTION ITINERARY FORM

Below are some tips and explanations for filling out this form. In all cases we have listed traditional items, activities, orders, etc. However, every wedding reception is different. Please feel free to alter these traditions any way you see fit; do not feel bound by the form. In some cases we may make suggestions based on our experience but the final decisions are always yours. Please discuss any questions or concerns you may have with the agent you are working with.

If you are working with a wedding consultant or event planner who will also be planning an itinerary, feel free to send a copy of that instead or put them in contact with the agent you are working with.

- To avoid confusion please choose ONE friend or family member that is not in the bridal party as your entertainer's primary contact. The band leader/DJ will report to this person for instructions, which will allow the bride and groom to enjoy the party rather than feeling like they have to "manage" things.
- Please clarify what time you actually want the band to start playing. If you have hired a band, often they are happy to play recorded music through cocktails and dinner.
- For the first dance, some couples like to bring the rest of the bridal party onto the dance floor to join them midway through the song. Others prefer to remain a duo. Please specify your preference.
- Many bands are willing to learn a special song or two when given ample time to learn the songs. Feel free to ask your agent about this.
- Please write a phonetic spelling next to names that are hard to pronounce. Your emcee will go over pronunciation of all names with you before it is time to announce them.
- Making provisions for refreshments for the band/DJ is always welcomed and appreciated, but NEVER expected. Please consider that with set up and tear down, their workday may be eight hours or more. You may choose to serve them at a guest table or make arrangements for sandwiches or a deli tray with water and soft drinks to be served in a separate room or different location. Many people generously treat the band/DJ as they do the guests with dinner. Please indicate your preferences as your personal style dictates.

WEDDING RECEPTION ITINERARY FORM

Reception Date _____	Bride Name _____
Reception Time _____ to _____	Groom Name _____

Primary Contact at Reception (no bridal party) _____ Phone _____

Consultant / Planner (if any) _____ Phone _____

Venue _____ Venue Contact Person _____

Address _____ Phone _____

Time room will be ready for set-up _____ Will there be events taking place before the reception? Yes No

ENTERTAINER DETAILS

Attire: Formal (tuxedo) Suits Dress Casual (slacks / dress shirt)

All Black Casual (jeans) Theme / Other _____

Entertainers to take breaks? Yes / Time Preference _____ No

Refreshments for the Entertainers: Dinner Sandwiches Deli Tray Other

Water Soft Drinks Open Bar None

SONG CHOICE

Bridal Party Introductions _____

First Dance _____

Father / Daughter Dance _____

Mother / Son Dance _____

Other Special Requests (dollar dance, anniversary/generations dance, kids dance, novelty songs, etc.)

TIMELINE

Entertainer Set-Up Time _____

Guest Arrival _____

Cocktails _____

Bridal Party Arrival / Introductions _____

Toasts (who / when) _____

Blessing (who / when) _____

Dinner _____

Cake Cutting _____

MUSIC START TIME _____

Specialty Dances _____

Bouquet / Garter Toss _____

Other _____

